Organization Code and Occupational Series Update User Guide

User Guide Purpose:	Once a position is created, the Organization Code and Occupational Series fields cannot be changed on the position screen. This guide illustrates how to update Organization Code and/or Occupational Series on Vacant/Valid Positions using the Org and Occ Update process.

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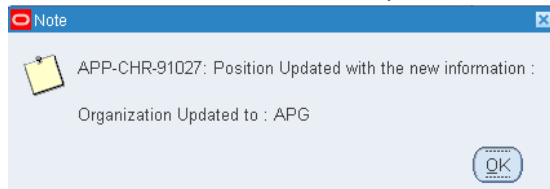Navigate to the vacant position

Depending on your responsibility, click the 'Org and Occ Update' button

OR

'Others' button and choose Org and Occ Update

Enter effective date of change and new 'Organization' and/or 'Job'. Click 'Submit" button

You will receive a Note that the position has been updated. Click 'OK' button

Note

APP-CHR-91027: Position Updated with the new information :

Organization Updated to : APG

OK

Click 'Close' button

Organization and Occ Series update for Vacant Position

Vacant Position

Position Name: IT Specialist (Systems Development).GS03.00M2886.013.013130.C
Position Effective Date: 02-JUN-2013

Update Position with new Org, Job and Title Informations

Effective Date: 30-JUN-2013
Organization: APG   Office Symbol: PG
Agency Code/Subelement: GS03   Public Buildings Service (GS03)
Job: 2210.Information Technology Management
Position Title: IT Specialist (Systems Development)

Close

The Position window has been updated and is date tracked to effective date of change.

Name: Management Analyst.GS32.00CZ317.001.013130.C

☐ Open   ☐ Under Review   ☐ Approved Future Actions

Position Details | Hiring Information | Work Terms | Additional Detail | Budgets

Start Date: 08-APR-2012
Date Effective Name: Management Analyst.GS32.00CZ317.001.013130.C
Type: None   ☑ Permanent   ☐ Seasonal

Organization & Job
Organization: AZ   Proposed End Date:
Job: 0343.Management And Program Analysis   Proposed End Date:

Hiring Status
Status: Active   Start Date: 08-APR-2012   Proposed End Date:

Location: 110010001   Status: Invalid
Effective Dates
From: 01-JUL-2012   To: Further Info: [.]

Validate(Z) | Occupancy | Extra Information | Reporting To | Others...

Verify the position information is correct and validate the position

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